STATE OF ARIZONA

DIVISION OF EMERGENCY MANAGEMENT

RECOVERY SECTION

STANDARD OPERATING PROCEDURES

PUBLIC ASSISTANCE PROGRAM

SECTION 13

QUARTERLY PROJECT REPORTING PROCESS

Rev 5/08

QUARTERLY REPORTING

I. OVERVIEW

Quarterly progress reports are critical to ensuring up-to-date information on Public Assistance Program Grants. Reporting requirements to FEMA generally concentrate on large projects.

Grantees (State) are responsible (CFR44§13.40) for reporting the day-to-day operations of grant and subgrant supported activities. The Grantees submit reports quarterly to the Regional Director for small projects in which final payment has not been made and for all large projects. Reporting each quarter will continue for each project until:
  ➢ Small projects: final federal payment is complete, and
  ➢ Large projects: once construction is 100% complete.

FEMA quarterly reporting dates are January 15, April 15, July 15 and October 15. The report will include the following information:

  • The current status of the project, such as "in design" or "percentage of construction completed";

  • Time Extensions granted, if any;

  • A projected completion date;

  • The amount of expenditures to date; and

  • Any problems or circumstance that could delay the project or result in non-compliance with the conditions of the FEMA approval.

The applicant will need to be contacted in order to determine the status of their project(s). This contact should be recorded so the necessary information is available for the report and can be documented in the applicant file.

The quarterly reporting requirement for FEMA is submitted to the Regional Director by the Public Assistance Program Manager. The quarterly report information is also entered directly into the NEMIS program as follows:

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- Log on to NEMIS,
- Select Infrastructure,
- Select State Functions,
- Special PW Functions,
- Click "Select Applicant" button,
- A "Browse Applicants" screen will appear,
- Scroll to highlight Applicant Name,
- Double click on the appropriate applicant name,
- Click on PW number that you are reporting on,
- Click on "Quarterly Reporting" tab,
- Click "Add" button,
- A blank "Quarterly Reporting" screen will appear where you will enter the following pertinent information:
  - Quarter Date
  - Amount applicant has expended to date on the project
  - Percentage of work completed to date (in decimal percentage)
  - Anticipated work completion date
  - Add a comment in the "Quarter State Comment" box
- Click "Save" button,
- Click "Close" button.

When final payment of federal share for small projects and/or when a large project is reported and recorded as 100% complete, the project falls off the next quarterly report.

Quarterly Project Report Form

FEMA Event #:	
Applicant Name:	
FEMA Project #:	
% Complete:	
Expended Cost To Date:	
Anticipated Date Of Completion:	
ADEM Reference #:	

Current Status of Project:

PAC Signature & Date:	